

<b>2. WAITING LIST .....</b>	<b>2</b>
2.1 ADD APPLICANT TO WAITING LIST (PRESCREENING).....	2
2.2 ADD APPLICANT TO WAITING LIST (CERTIFICATION GUIDED SCRIPT).....	5
2.3 MANAGE WAITING LIST .....	7
2.4 EDIT WAITING LIST MEMBER INFORMATION .....	13
2.5 ACTIVATE APPLICANT .....	16
2.6 REMOVE APPLICANT FROM WAITING LIST .....	18
2.7 PRINT ALL QUEUED WAITING LIST ACTIVATION NOTICES .....	20
2.8 WAITING LIST NOTICE DOCUMENT (OUTPUT).....	24
2.9 WAITING LIST ACTIVATION NOTICE DOCUMENT (OUTPUT).....	31
2.10 ADDRESS LABELS FOR WAITING LIST ACTIVATION NOTICE (OUTPUT) .....	38

## 2. Waiting List

Applicants that cannot be serviced by the WIC agency due to lack of funding are placed on the waiting list for WIC services. The Service Site application automates the process of managing the waiting list, recording communications with the applicants on the waiting list, and produce waiting list notifications. (This function may not be applicable for your state.)

### 2.1 Add Applicant to Waiting List (Prescreening)

The Add Applicant to Waiting List (Prescreening) Dialog allows the user to view the priority for an applicant and acknowledge that the prescreening information is correct before adding the applicant to the waiting list. It also allows the user to continue with the prescreening process without adding the applicant to the waiting list. It is invoked when the user selects the OK button from the [Applicant Prescreening Dialog](#) described in Clinic *Chapter 07 - Initial Contact* and the applicant has a priority that is not currently being served.

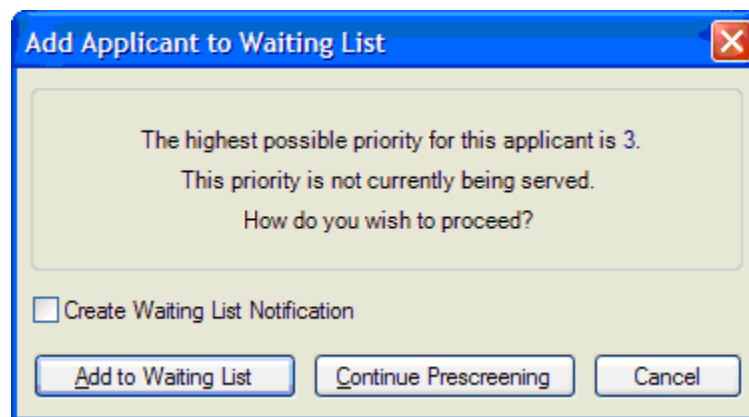


Figure 1 - Add Applicant to Waiting List Dialog

#### 2.1.1 Controls

This section describes the behavior of the controls on the Add Applicant to Waiting List Dialog.

##### 2.1.1.1 Applicant Priority Text Label and Value

This text label and value label allows the user to view the priority for the applicant. The value label will be set to the value of the priority for the applicant. It will display in the color blue.

##### 2.1.1.2 Create Waiting List Notification Check Box

This control allows the user to create a waiting list notification document when the applicant is added to the waiting list. The check box will be enabled when the Add Applicant to Waiting List dialog is active. It has an initial value of cleared.

### ***2.1.1.3 Add to Waiting List Button***

This control allows the user to confirm that the applicant information is correct and add the applicant to the waiting list. The Add to Waiting List button will be enabled when the Add Applicant to Waiting List Dialog is active. It will have a mnemonic of "A."

### ***2.1.1.4 Continue Prescreening Button***

This control allows the user to confirm that the applicant information is correct and continue without adding the applicant to the waiting list. The Continue Prescreening button will be enabled when the Add Applicant to Waiting List Dialog is active. It will have a mnemonic of "C."

### ***2.1.1.5 Cancel Button***

This control allows the user to exit the Dialog without applying any changes and return to the Applicant Prescreening Dialog. The Cancel button will be enabled when the Add Applicant to Waiting List Dialog is active. It does not have a mnemonic and is the cancel button for the Dialog.

## **2.1.2 Processes**

This section describes the processes (navigation) that take place as a result of the actions taken on the Add Applicant to Waiting List Dialog.

### ***2.1.2.1 Edits***

There are no updateable controls on the Add Applicant to Waiting List Dialog; therefore, there are no edits performed on this dialog.

### ***2.1.2.2 Add Applicant to Waiting List***

When the user selects the Add to Waiting List button, the system will create an entry in the WAITING-LIST-MEMBER entity for the applicant and proceed with the Applicant Prescreening process. Where the system returns to the Applicant Prescreening process depends on what action caused the Add Applicant to Waiting List Dialog to display:

- If the Schedule Appointment check box was selected the system proceeds to the [Schedule Appointment s for Household](#) dialog described in *Chapter 08 – Appointment Scheduling*.
- If the Schedule Appointment check box was not selected the system will return the user to the appropriate action selected in the On Completion radio button group described for the [Applicant Prescreening Dialog](#) described in *Chapter 07 - Initial Contact*.

### ***2.1.2.3 Create Waiting List Notification***

When the user selects the Add to Waiting List button and the Create Waiting List Notification check box has been selected, the system will produce a [Waiting List Notice](#) for the applicant as described in this document.

### ***2.1.2.4 Continue Prescreening***

When the user selects the Continue Prescreening button the system will continue with the Applicant Prescreening process. The applicant will not be added to the waiting list. Where the system returns to the Applicant Prescreening process depends on the status of Applicant Prescreening Dialog when the OK button was selected and caused the Add Applicant to Waiting List Dialog to display:

- If the Schedule Appointment check box was selected the system proceeds to the [Schedule Appointment s for Household](#) dialog described in *Chapter 08 – Appointment Scheduling*.
- If the Schedule Appointment check box was not selected the system will return the user to the appropriate action selected in the On Completion radio button group described for the [Applicant Prescreening Dialog](#) described in *Chapter 07 - Initial Contact*.

## 2.2 Add Applicant to Waiting List (Certification Guided Script)

The Add Applicant to Waiting List (Certification Guided Script) Dialog allows the user to view the priority for an applicant and place the applicant on the waiting list. It also allows the user to continue with the certification process without adding the applicant to the waiting list. It is invoked during the [End Certification process](#) described in *Chapter 10 – Certification Guided Script* when the applicant has a priority that is not currently being served.

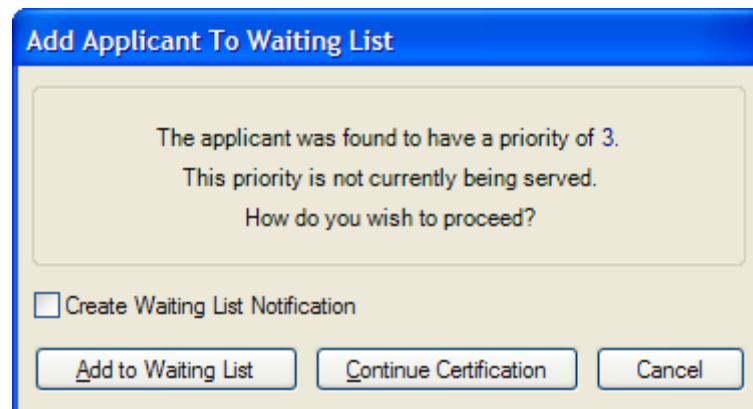


Figure 2 - Add Applicant to Waiting List Dialog

### 2.2.1 Controls

This section describes the behavior of the controls on the Add Applicant to Waiting List Dialog.

#### 2.2.1.1 Applicant Priority Text Label and Value

This text label and value label allows the user to view the priority for the applicant. The value label will be set to the value of the priority for the applicant. It will display in the color blue.

#### 2.2.1.2 Create Waiting List Notification Check Box

This control allows the user to create a waiting list notification document when the applicant is added to the waiting list. The check box will be enabled when the Add Applicant to Waiting List Dialog is active. It has an initial value of cleared.

#### 2.2.1.3 Add to Waiting List Button

This control allows the user to confirm that the Guided Script information is correct and add the applicant to the waiting list. The Add to Waiting List button will be enabled when the Add Applicant to Waiting List Dialog is active. It will have a mnemonic of “A.”

#### ***2.2.1.4 Continue Certification Button***

This control allows the user to confirm that the Guided Script information is correct and continue through the certification process without adding the applicant to the waiting list. The Continue Certification button will be enabled when the Add Applicant to Waiting List Dialog is active. It will have a mnemonic of "C."

#### ***2.2.1.5 Cancel Button***

This control allows the user to exit the Add Applicant to Waiting List Dialog and return to the Guided Script. The Cancel button will be enabled when the Add Applicant to Waiting List Dialog is active. It does not have a mnemonic and is the cancel button for the Dialog.

### **2.2.2 Processes**

This section describes the processes (navigation) that take place as a result of the actions taken on the Add Applicant to Waiting List Dialog.

#### ***2.2.2.1 Edits***

There are no updateable controls on the Add Applicant to Waiting List Dialog; therefore, there are no edits performed on this dialog.

#### ***2.2.2.2 Add Applicant to Waiting List***

When the user selects the Add to Waiting List button, the system will create an entry in the WAITINGLIST entity for the applicant and proceed with the [End Certification process](#) described in *Chapter 10 – Certification Guided Script*.

#### ***2.2.2.3 Create Waiting List Notification***

When the user selects the Add to Waiting List button and the Create Waiting List Notification check box has been selected, the system will produce a [Waiting List Notice](#) for the applicant as described in this document.

#### ***2.2.2.4 Continue Certification***

When the user selects the Continue Certification button, the system will proceed with the End Certification process without placing the applicant on the waiting list. The system will continue with the Guided Script from the point where the Add Applicant to Waiting List Dialog was displayed.

#### ***2.2.2.5 Return to Guided Script***

When the user selects the Cancel button, the system will stop the End Certification process without placing the applicant on the waiting list. The system will return to the Guided Script at the point where the End Certification Process button was selected.

## 2.3 Manage Waiting List

The Manage Waiting List Dialog allows the user to manage the applicants who are on the waiting list. It is invoked in response to the following user actions:

- Selection of the Waiting List menu item from the File menu described in *Clinic Chapter 06 - Search-Selection*
- Selection of the Waiting List toolbar button from the system toolbar described in *Clinic Chapter 06 - Search-Selection*.

Applicant Name	WIC Category	Appt. Scheduled	Telephone1	Called	Letter Sent	Priority	Waiting List
KATHY BRYANT	Child	<input type="checkbox"/>	555-463-3458	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	2/12/2003
MAISAH BRYANT	Child	<input type="checkbox"/>	555-450-7292	<input type="checkbox"/>	<input type="checkbox"/>	3	2/12/2003
DYLAN J BRYANT	Child	<input type="checkbox"/>	555-755-5737	<input type="checkbox"/>	<input type="checkbox"/>	3	2/12/2003
JAMIE BRYNTESON	Pregnant	<input type="checkbox"/>	555-427-2750	<input type="checkbox"/>	<input type="checkbox"/>	3	2/16/2003
MARY BRYNIARSKI	Pregnant	<input type="checkbox"/>	555-306-1049	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3	2/16/2003
MARIA BRYANT	Pregnant	<input type="checkbox"/>	555-891-5878	<input type="checkbox"/>	<input type="checkbox"/>	3	2/16/2003
DAWN BRYAN	Pregnant	<input type="checkbox"/>	555-755-5737	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	2/16/2003
COURTNEY BRYNIA	Infant	<input type="checkbox"/>	555-305-1049	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4	2/12/2003
MICHAEL BRYAN	Infant	<input type="checkbox"/>	555-755-5737	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4	2/12/2003
CIARA BRYAN	Infant	<input type="checkbox"/>	555-755-5737	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4	2/16/2003
CAITLYN BRYNTESO	Child	<input type="checkbox"/>	555-427-3750	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	2/12/2003
AMANDA BRYNIARS	Child	<input type="checkbox"/>	555-306-1049	<input type="checkbox"/>	<input type="checkbox"/>	5	2/16/2003
MATTEW BRYANT	Child	<input type="checkbox"/>	555-754-2781	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5	2/16/2003

Figure 3 - Manage Waiting List Dialog

### 2.3.1 Controls

This section describes the behavior of the controls on the Manage Waiting List Dialog.

#### 2.3.1.1 View Radio Button Group

This control allows the user to specify whether the Waiting List display grid shows entries for all wait-listed applicants or for applicants meeting the view criteria. The radio button group will be enabled when the Manage Waiting List Dialog is active. It consists of the following radio buttons:

- All
- May be eligible to receive benefits as of

The All radio button will be the default selection.

Upon a change in the selected radio button, the Refresh View button will be enabled. Upon deselecting the May be eligible to receive benefits as of radio button, the Receive Benefits as of masked edit box will be blanked and disabled.

#### ***2.3.1.2 Receive Benefits as of Masked Edit Box (May be Eligible to Receive Benefits as of)***

This control allows the user to specify the date on which to filter the view of the Waiting List display grid entries. The masked edit box will be enabled when the May be eligible to receive benefits as of radio button is selected. The mask on the box will be “###/###/####” to accept a date with a four digit year. The masked edit box will initially be blank.

The string entered must represent a valid date in the format of MM/DD/CCYY. If an invalid date is entered, the system will invoke a standard error message with the text of “Invalid date entered.”

#### ***2.3.1.3 Show Top Entries Check Box***

This control allows the user to indicate that the view of the Waiting List display grid entries should be limited to a select number of entries starting from the top of the view. The check box will be enabled when the Manage Waiting List Dialog is active. It has an initial value of cleared.

Upon a change in the value of the check box, the Refresh View button will be enabled. Upon removing the mark from the Show Top Entries check box, the Show Top Entries masked edit box will be disabled.

#### ***2.3.1.4 Show Top Entries Masked Edit Box and Spin Control***

This control allows the user to indicate the number of entries to include in the Waiting List display grid starting from the top of the view. The masked edit box will be enabled when the Show Top Entries check box is marked. The masked edit box will only allow the entry of numeric digits. The mask of this box will be “##”. The value will default to the total number of entries in the Waiting List display grid. Selection of the increment or decrement buttons of the spin control will increase or decrease the value by one (1).

#### ***2.3.1.5 Refresh View Button***

This control allows the user to apply the selected view criteria to the entries in the Waiting List display grid. The Refresh View button will be disabled when the Manage Waiting List Dialog is active. The button has a mnemonic of “F.”



### ***2.3.1.6 WIC Category Dropdown***

This control allows the user to indicate the WIC Category of the wait-listed applicants to include in the Waiting List display grid. The WIC Category dropdown will be enabled when the Manage Waiting List Dialog is active. It will display a list of WIC Categories from the WICStatus entity.

### ***2.3.1.7 Clinic Dropdown***

This control allows the user to indicate the clinic of the wait-listed applicants to include in the Waiting List display grid. The Clinic dropdown will be enabled when the Manage Waiting List Dialog is active. It will contain all Clinics assigned to the agency.

### ***2.3.1.8 Waiting List Display Grid***

This control allows the user to view the waiting list entries that correspond to the selected view criteria. The grid will consist of the following columns:

- Applicant Name
- WIC Category
- Appointment Scheduled flag (Appt. Scheduled)
- Telephone 1
- Called flag
- Letter Sent flag
- Priority
- Waiting List Date
- Application Date

The entries in the grid will be sorted by the Priority column. Within Priority the entries will be sorted by the Waiting List Date column. Only those entries that correspond to the selected view criteria will display in the grid. The display grid will initially be filled with entries for all applicants on the waiting list. The values on the grid are read-only.

### ***2.3.1.9 Open Folder Button***

This control allows the user to open the Participant Folder for the applicant selected in the Waiting List display grid. The Schedule Appointment button will be enabled when a record is selected on the Waiting List display grid. The button has a mnemonic of "O".

### ***2.3.1.10 Schedule Appointment Button***

This control allows the user to schedule an appointment for the applicant selected in the Waiting List display grid. The Schedule Appointment button will be enabled when a record is selected on the Waiting List display grid. The button has a mnemonic of "S".

#### ***2.3.1.11 Edit Button***

This control allows the user to edit the information for the applicant selected in the Waiting List display grid. The Edit button will be enabled when a record is selected on the Waiting List display grid. The button has a mnemonic of “E”.

#### ***2.3.1.12 Activate Applicant Button***

This control allows the user to change the status of the applicant selected in the Waiting List display grid to make them active and available for benefits. The Activate Applicant button will be enabled when a record is selected on the Waiting List display grid. The button has a mnemonic of “A”.

#### ***2.3.1.13 Remove from Waiting List Button***

This control allows the user to remove the applicant selected in the Waiting List display grid from the waiting list. The Remove from Waiting List button will be enabled when a record is selected on the Waiting List display grid. The button has a mnemonic of “R”.

#### ***2.3.1.14 Total Text and Value Label***

The value label will display the total number of waitlisted applicants currently displayed in the Waiting List display grid. It will display in the inverse color of the form.

#### ***2.3.1.15 Print All Queued Notices Button***

This control allows the user to print all of the Waiting List Activation Notices that have been queued for printing at a later time. The Print All Queued Notices button will be enabled when the Manage Waiting List Dialog is active. The button has a mnemonic of “P.”

#### ***2.3.1.16 Close Button***

This control allows the user to exit the Manage Waiting List Dialog and return to the calling Dialog. The Close button will be enabled when the Manage Waiting List Dialog is active. It does not have a mnemonic and is the cancel button for the Dialog.

### **2.3.2 Processes**

This section describes the processes (navigation) that take place as a result of the actions taken on the Manage Waiting List Dialog.

#### ***2.3.2.1 Edits***

Upon selection of the Refresh View button, the system will check that legitimate values are entered in the controls as follows:

- The value of the Receive Benefits as of masked edit box must be equal to or greater than the current system date

- The value of the Receive Benefits as of masked edit box must be less than or equal to the date 180 days in the future
- The value of the Show Top Entries masked edit box must be greater than one (1)
- The value of the Show Top Entries masked edit box must be equal to or less than the total number of entries in the Waiting List display grid.

Upon successful completion of the above-listed edits, the system will perform the following cross-edits:

If the Show Top Entries check box is selected, the system will check that a value has been entered in the Show Top Entries masked edit box.

If the May be eligible to receive benefits as of radio button is selected, the system will check that a value has been entered in the Receive Benefits as of masked edit box.

#### ***2.3.2.2 Refresh Waiting List View***

Upon completion of the above-listed edits, the system will refresh the Waiting List display grid with only those applicants that correspond to the selected view criteria. The system will update the Total value label to indicate how many applicants fit the selected view criteria. After the list is refreshed, the Refresh View button will be disabled.

#### ***2.3.2.3 Open Folder***

Upon selection of the Open Folder button, the system will check the permissions of the currently logged-on user to determine if they have the appropriate permissions to view the participant folder. The user must have at least one of the following permissions to view the participant folder.

- Demographics.View, Add or FullControl
- Height/Weight and Blood. View, Add or FullControl
- Diet Intake History. View, Add or FullControl
- Risk Factors. View, Add or FullControl
- Food Prescriptions. View, Add or FullControl
- Nutrition Education. View, Add or FullControl
- Check Issuance. View, Add or FullControl
- Immunizations. View, Add or FullControl
- Referrals. View, Add or FullControl
- Health Information. View, Add or FullControl
- Income History.View, Add or FullControl
- Appointments. View, Add or FullControl

When the user does not have the appropriate permissions, the system will invoke a standard error message with the text “You do not have the necessary permissions to view the Participant Folder. Please see the supervisor.”

If the user has permission the system will invoke the Participant Folder for the selected applicant. The Participant Folder is described in [Chapter 09 - Participant Folder](#).

#### ***2.3.2.4 Schedule Appointment for Applicant***

Upon selection of the Schedule Appointment button, the system will invoke the [Schedule Appointment s for Household](#) dialog described in *Chapter 08 – Appointment Scheduling*.

#### ***2.3.2.5 Edit Applicant Information***

Upon selection of the Edit button, the system will invoke the [Edit Waiting List Member Information](#) described in this document.

#### ***2.3.2.6 Activate Applicant***

Upon selection of the Activate Applicant button, the system will invoke the [Activate Applicant Dialog](#) described in this document.

#### ***2.3.2.7 Remove Applicant from Waiting List***

Upon selection of the Remove from Waiting List button, the system will invoke the [Remove from Waiting List Dialog](#) described in this document.

#### ***2.3.2.8 Print All Queued Waiting List Activation Notices***

Upon selection of the Print All Queued Notices button, the system will invoke the [Print All Queued Waiting List Activation Notices](#) Dialog described in this document.

## 2.4 Edit Waiting List Member Information

The Edit Waiting List Member Information Dialog allows the user to update the information for the applicant on the waiting list. This Dialog is invoked when the user selects the Edit button on the Manage Waiting List Dialog. (This function may not be applicable for your state.)

**Edit Waiting List Member Information**

Applicant Name	COURTNEY BRYNIARSKI	<input type="checkbox"/> Meets Current Eligibility Guidelines
WIC Category	Infant	<input checked="" type="checkbox"/> Completed Certification Attempt
Telephone Number 1	406-221-5804	<input type="checkbox"/> Appointment Scheduled
Application Date	02/16/2004	<input checked="" type="checkbox"/> Telephone Call Placed
Priority	3	<input checked="" type="checkbox"/> Letter Sent
Waiting List Date	02/16/2004	<input type="checkbox"/> Notice Queued for Later Production

OK Cancel

Figure 4 - Edit Waiting List Member Information Dialog

### 2.4.1 Controls

This section describes the behavior of the controls on the Edit Waiting List Member Information Dialog.

#### 2.4.1.1 Applicant Name Text Label and Value

This control allows the user to view the name of the applicant. The value label will be filled with the value of the name of the applicant selected in the Waiting List display grid. It will display in the color blue.

#### 2.4.1.2 WIC Category Text Label and Value

This control allows the user to view the WIC Category of the applicant. The value label will be filled with the value of the WIC Category of the applicant selected in the Waiting List display grid. It will display in the color blue.

#### 2.4.1.3 Telephone 1 Text Label and Value

This control allows the user to view the telephone number of the applicant. The value label will be filled with the value of the telephone number of the applicant selected in the Waiting List display grid. It will display in the color blue.

#### ***2.4.1.4 Application Date Text Label and Value***

This control allows the user to view the application date of the applicant. The value label will be filled with the value of the application date of the applicant selected in the Waiting List display grid. It will display in the color blue.

#### ***2.4.1.5 Priority Text Label and Value***

This control allows the user to view the priority the applicant was added to the waiting list. The value label will be filled with the value of the priority of the applicant selected in the Waiting List display grid. It will display in the color blue.

#### ***2.4.1.6 Waiting List Date Text Label and Value***

This control allows the user to view the date the applicant was added to the waiting list. The value label will be filled with the value of the waiting list date of the applicant selected in the Waiting List display grid. It will display in the color blue.

#### ***2.4.1.7 Meets Current Eligibility Guidelines Check Box***

This control allows the user to view whether the applicant meets the current eligibility requirements. The check box will be marked when the selected applicant meets the current eligibility requirements. The value of this control is read-only.

#### ***2.4.1.8 Completed Certification Attempt Check Box***

This control allows the user to view whether the applicant completed their certification attempt. The check box will be marked when the selected applicant has completed their certification attempt. The value of this control is read-only.

#### ***2.4.1.9 Appointment Scheduled Check Box***

This control allows the user to view whether the applicant has an appointment scheduled. The check box will be marked when the selected applicant has an appointment scheduled. The value of this control is read-only.

#### ***2.4.1.10 Telephone Call Placed Check Box***

This control allows the user to indicate that a telephone call was placed to the applicant. The check box will be enabled when the Edit Waiting List Member Information Dialog is active. It will be populated with the value of the Called column for the entry selected on the Waiting List display grid.

When the value of this control is changed, the Called column of the corresponding entry in the Waiting List display grid will be updated to reflect the value.

#### ***2.4.1.11 Letter Sent Check Box***

This control allows the user to indicate that a waiting list activation letter was sent to the applicant. The check box will be enabled when the Edit Waiting List Member Information Dialog is active. It will be populated with the value of the Letter Sent column for the entry selected on the Waiting List display grid.

When the value of this control is changed, the Letter column of the corresponding entry in the Waiting List display grid will be updated to reflect the value.

#### ***2.4.1.12 Notice Queued for Later Production Check Box***

This control allows the user to indicate that the Waiting List Activation Notice for the applicant should be queued for printing at a later time. The checkbox will be enabled when the Edit Waiting List Member Information Dialog is active. It will initially be blank.

#### ***2.4.1.13 OK Button***

This control allows the user to instruct the system to edit the values of the controls, update the applicant information, and exit the Edit Waiting List Member Information Dialog. The OK button will be enabled when the Edit Waiting List Member Information Dialog is active. It does not have a mnemonic and is the default button for the Dialog.

#### ***2.4.1.14 Cancel Button***

This control allows the user to exit the Edit Waiting List Member Information Dialog without updating the information for the applicant on the waiting list. The Cancel button will be enabled when the Edit Waiting List Member Information Dialog is active. It does not have a mnemonic and is the cancel button for the Dialog.

### **2.4.2 Processes**

This section describes the processes (navigation) that take place as a result of the actions taken on the Edit Waiting List Member Information Dialog.

#### ***2.4.2.1 Edits***

No controls on the Edit Waiting List Member Information Dialog are considered required, therefore no edits are performed on this dialog.

#### ***2.4.2.2 Saving the Data***

Upon successful completion of the above-listed edits, the system will save the values on the Edit Waiting List Member Information Dialog to the database. The values for the currently selected entry will be updated in the Waiting List display grid. The system then returns to the Manage Waiting List Dialog.

## 2.5 Activate Applicant

The Activate Applicant Dialog allows the user to activate an applicant and remove them from the waiting list. This Dialog is invoked when the user selects the Activate Applicant button on the Manage Waiting List Dialog. (This function may not be applicable for your state.)

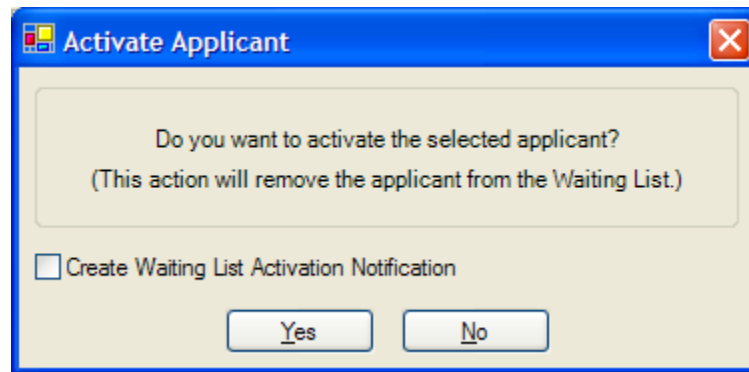


Figure 5 - Activate Applicant Dialog

### 2.5.1 Controls

This section describes the behavior of the controls on the Activate Applicant Dialog.

#### 2.5.1.1 Create Waiting List Activation Notice Check Box

This control allows the user to create a waiting list activation notice document when the applicant is removed from the waiting list and made active. The check box will be enabled when the Activate Applicant Dialog is active. It has an initial value of cleared.

#### 2.5.1.2 Yes Button

This control allows the user to confirm that the applicant should be removed from the waiting list and made active. The Yes button will be enabled when the Activate Applicant Dialog is active. It will have a mnemonic of "Y" and is the default button for the dialog.

#### 2.5.1.3 No Button

This control allows the user to exit the Activate Applicant Dialog without applying any changes and return to the Manage Waiting List Dialog. The No button will be enabled when the Activate Applicant Dialog is active. It will have a mnemonic of "N" and is the cancel button for the dialog.

### 2.5.2 Processes

This section describes the processes (navigation) that take place as a result of the actions taken on the Activate Applicant Dialog.



### ***2.5.2.1 Edits***

There are no updateable controls on the Activate Applicant Dialog; therefore, therefore there are no edits performed on this dialog

### ***2.5.2.2 Activate Applicant***

When the user selects the Yes button, the system will change the status of the applicant/participant to take them off the Waiting List and return their data to the state it was before they were added to the list. If the applicant was added to the Waiting List from the Prescreening Dialog, the system will place them back in that state so the user can start a certification attempt. If the applicant was added to the Waiting List from a certification attempt, the system will place back into the incomplete certification attempt so the user can complete the certification process. The system will return to the Manage Waiting List Dialog and the contents of the Waiting List display grid will be updated to reflect the removal of the applicant from the waiting list.

### ***2.5.2.3 Create Waiting List Notification***

When the user selects the Yes button and the Create Waiting List Activation Notice check box has been selected, the system will produce a [Waiting List Activation Notice](#) for the applicant as described in this document.

## 2.6 Remove Applicant from Waiting List

The Remove Applicant from Waiting List Dialog allows the user to remove an applicant from the waiting list. After the applicant is removed, they will be inactive in the system and cannot be certified to receive WIC benefits. This Dialog is invoked when the user selects the Remove from Waiting List button on the Manage Waiting List Dialog. (This function may not be applicable for your state.)

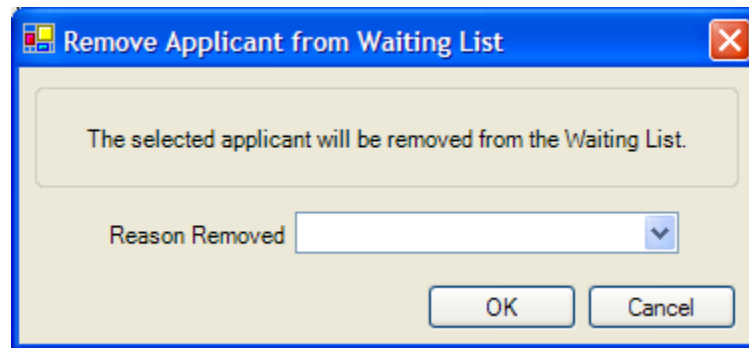


Figure 6 - Remove Applicant from Waiting List Dialog

### 2.6.1 Controls

This section describes the behavior of the controls on the Remove Applicant from Waiting List Dialog.

#### 2.6.1.1 Reason Removed Dropdown

This control allows the user to select the reason that the applicant was removed from the waiting list. The dropdown will be enabled when the Remove Applicant from Waiting List Dialog is active. The dropdown list will contain a list of valid reasons from a table in the lookup database. The field will default initially blank.

#### 2.6.1.2 OK Button

This control allows the user to instruct the system to edit the values of the controls, remove the applicant from the waiting list, and exit the Remove Applicant from Waiting List Dialog. The OK button will be enabled when the Remove Applicant from Waiting List Dialog is active. It does not have a mnemonic and is the default button for the Dialog.

#### 2.6.1.3 Cancel Button

This control allows the user to exit the Remove Applicant from Waiting List Dialog without removing the applicant from the waiting list. The Cancel button will be enabled when the Remove Applicant from Waiting List Dialog is active. It does not have a mnemonic and is the cancel button for the Dialog.

## **2.6.2 Processes**

This section describes the processes (navigation) that take place as a result of the actions taken on the Remove Applicant from Waiting List Dialog.

### **2.6.2.1 Edits**

Upon selection of the OK button, the system will check that a selection is made in the following controls:

- Reason Removed dropdown

If a selection is not made in an above-listed control, the system will invoke a standard error message with the text “A selection is required for the {descriptive name of value represented by control}”.

### **2.6.2.2 Remove Applicant from Waiting List**

When the user selects the OK button, the system will remove the applicant from the waiting list and return to the Manage Waiting List Dialog. The contents of the Waiting List display grid will be updated to reflect the removal of the applicant from the waiting list.

## 2.7 Print All Queued Waiting List Activation Notices

The Print Waiting List Activation Notices Dialog allows the user to print all queued waiting list activation notices. This Dialog is invoked when the user selects the Print All Queued Notices button on the Manage Waiting List Dialog. (This function may not be applicable for your state.)

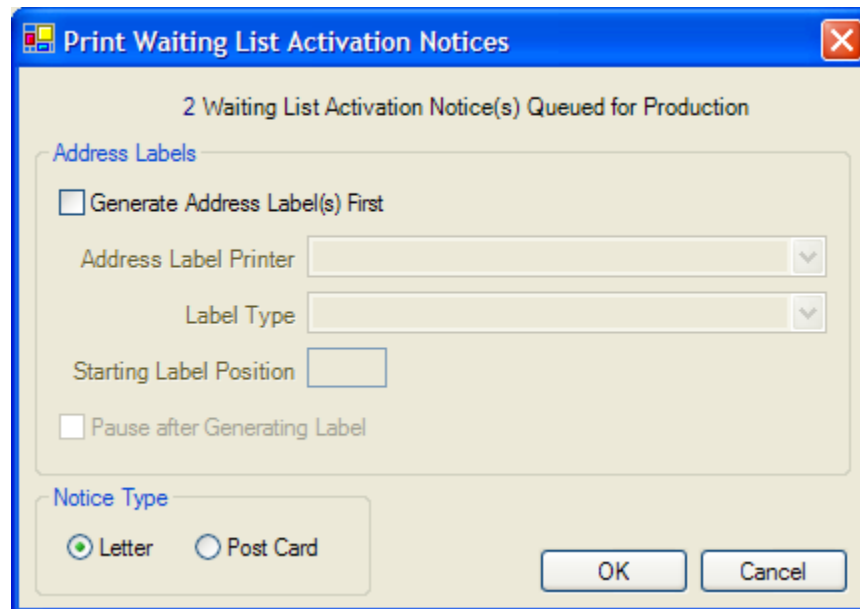


Figure 7 - Print Waiting List Activation Notices Dialog

### 2.7.1 Controls

This section describes the behavior of the controls on the Print Waiting List Activation Notices Dialog.

#### 2.7.1.1 Count of Activation Notices Queued Text and Value Label (Wait List Activation Notices Queued for Production)

This value label allows the user to view the number of wait list activation notices (and optionally address labels) that will be produced. This information may be useful to gauge the necessary time and consumables needed to complete the operation. The value label will be filled with the number of wait list activation notices that have been queued for production. It will display in the color blue.

#### 2.7.1.2 Generate Address Labels Check Box

This control allows the user to indicate that the system should generate address labels for all of the recipients of the wait list activation notices. The address labels will be generated before the wait list activation notices are produced. The check box will be enabled when the Print Waiting List Activation Notices Dialog is active. It has an initial value of cleared.

Upon removing the mark from the Generate Address Labels check box, the following controls will be blanked and disabled:

- Address Label Printer dropdown
- Label Type dropdown
- Starting Label Position text box
- Pause after Generating Labels check box

#### ***2.7.1.3 Address Label Printer Dropdown***

This control allows the user to select the printer on which the address labels should be printed. This allows printers defined as label printers or other output printers for the workstation to be used to print labels. The dropdown will be enabled when the Generate Address Labels check box is marked. The dropdown will be filled with an entry for each defined label or other output printer for the system that is currently active. The field will default initially blank.

If the Generate Address Labels First check box is checked, a selection is required for the Address Label Printer.

#### ***2.7.1.4 Label Type Dropdown***

This control allows the user to select the type of label stock that is loaded in the printer. The dropdown will be populated when a printer is selected from the Address Label Printer dropdown. It will contain a list of label types from the reference dictionary table of the lookup database appropriate for the label printer selected in the Address Label Printer dropdown. The field will default initially blank.

If the Generate Address Labels First check box is checked, a selection is required for the Label Type.

#### ***2.7.1.5 Starting Label Position Text Box***

This control will allow the user to select which mailing label to start with on the label sheet. The control will be enabled when a laser printer is selected from the Address Label Printer dropdown. The control allows entry of numeric digits. The minimum value is 1 and the maximum value is the number of labels available on the selected label type.

When a laser printer is selected from the Address Label Printer dropdown, a numeric value is required for the Starting Label Position.

#### ***2.7.1.6 Pause after Generating Labels Check Box***

This control allows the user to instruct the system to pause after printing mailing labels on the printer so that postcards or paper may be loaded into the printer for producing the wait list activation notices. The check box will be enabled when the Generate Address Labels check box is marked. It will be initially marked.

### *2.7.1.7 Notice Type Radio Button Group*

This control allows the user to indicate the format for the wait list activation notices. The radio button group will consist of the following radio buttons:

- Letter
- Postcard

The Letter radio button will be initially marked.

### *2.7.1.8 OK Button*

This control allows the user to begin the wait list activation notices printing process. The OK button will be enabled when the Print Waiting List Activation Notices Dialog is active. It does not have a mnemonic and is the default button for the Dialog.

### *2.7.1.9 Cancel Button*

This control allows the user to exit the Print Waiting List Activation Notices Dialog without producing the wait list activation notices. The Cancel button will be enabled when the Print Waiting List Activation Notices Dialog is active. It does not have a mnemonic and is the cancel button for the Dialog.

## **2.7.2 Processes**

This section describes the processes (navigation) that take place as a result of the actions taken on the Print Waiting List Activation Notices Dialog.

### *2.7.2.1 Edits*

Upon selection of the OK button, the system will check that a selection is made in the following controls:

- Notice Type radio button group

Due to the default selection of the Letter radio button and the nature of a radio button group, it is assured that the Notice Type radio button group will have a selection.

Upon successful completion of the required entry edits, the system will check that the values entered into the controls are considered legitimate as follows:

- The value entered in the Starting Label Position text box must not be greater than the number of labels available on the selected label type or the system will invoke a standard error message with the text "Starting Label range is 1 through xx" where xx is the number of labels available on the selected label type.

Upon successful completion of the above-listed edits, the system will perform the following cross-edits:

If the Generate Address Labels First check box is selected, the system will check that values have been entered in the following controls:

- Address Label Printer dropdown
- Label Type dropdown

If a laser printer is selected from the Address Label Printer dropdown, the system will check that a value has been entered in the following control:

- Starting Label Position text box

#### ***2.7.2.2 Generate Address Labels***

Upon selection of the OK button, if the Generate Address Labels check box is marked the system will generate address labels for all recipients of the wait list activation notices. The criteria for generating these address labels and the format of the labels are described in [Address Labels for Waiting List Activation Notice](#) in this document

#### ***2.7.2.3 Pause after Printing Address Labels***

If the Pause after Printing Address Labels check box is marked, the system will invoke a standard dialog with the text of “Load postcards or paper for wait list activation notices and press OK when ready.”

#### ***2.7.2.4 Generate Waiting List Activation Notices***

After the possible generation of address labels and pausing for media change, the system will verify the Household.LANGUAGEPREFERENCE value. If the value = ‘E’ the system will generate the English version of the Waiting List activation notice. If the value = ‘S’ the system will generate the Spanish version of the Waiting List activation notice.. The criteria for generating these notices and the format of the notices are described in [Waiting List Activation Notice](#) in this document.

## 2.8 Waiting List Notice Document (Output)

This document allows the user to produce a notification to be mailed to the client who has been added to the waiting list for WIC services. A waiting list notice may be produced on demand at the time an applicant is placed on the waiting list from the Certification Guided Script. (This function may not be applicable for your state.)

### Waiting List Notice Document – English Version

State Department of Health  
{State} WIC Services

#### Waiting List Notice

Mary M. Participant  
1234 Five  
Anytown, KS 66210  
555-555-9883

State WIC ID: 00938738  
Gender: Female  
Race: White  
Income: 24,010  
Family Size: 4  
Income Proof: Pay Stub

was found to have a priority of 4 and was placed on the waiting list.

All applicants/participants have the right to request a Fair Hearing when determined eligible, ineligible or disqualified from the program. Applicants/participants who desire to request a fair hearing must request a hearing within 60 days of the date the local agency mails or gives the written notification of adverse action to deny or terminate benefits.

An applicant/participant or their representative (a friend, relative, lawyer, or another person) may call, write or come to

{name of fair hearing officer for agency}  
Service Site WIC Program  
1138 Main Street  
Anytown, KS 66210  
555-555-9118

WIC is an equal opportunity program. If you believe you have been discriminated against because of race, color, national origin, age, sex, or disability, write immediately to the Secretary of Agriculture, Washington, D.C. 20250.



### Waiting List Notice Document – Spanish Version

State Department of Health  
{State} WIC Services

#### Aviso de Lista de Espera

Mary M. Participant  
1234 Five  
Anytown, KS 66210  
555-555-9883

ID Estatal de WIC: 00938738  
Sexo: Female  
Raza: White  
Ingresos: 24,010  
Tamaño de la familia: 4  
Comprobación de ingresos: Pay Stub

Se determinó que la persona arriba mencionada tiene una prioridad “4” y se la ha puesto en la lista de espera. Usted será notificado/a, tan pronto como podamos servirle.

Todos los postulantes/participantes tienen el derecho a requerir una audiencia justa cuando sean determinados elegibles, no elegibles o descalificados del programa. Los postulantes/participantes que deseen requerir una audiencia justa deberán requerir la audiencia dentro de los 60 días de la fecha en que la agencia local envía o entrega la notificación por escrito o acción desfavorable de negación o terminación de beneficios.

Un postulante/participante o su representante (amigo, familiar, abogado u otra persona) puede llamar, escribir o acudir a:

{name of fair hearing officer for agency}  
Service Site WIC Program  
1138 Main Street  
Anytown, KS 66210  
555-555-9118

WIC is an equal opportunity program. If you believe you have been discriminated against because of race, color, national origin, age, sex, or disability, write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

## 2.8.1 Data Elements

This section describes the data elements that will print on the document.

### 2.8.1.1 Client Name

This value will be the full name of the client.

#### 2.8.1.1.1 Origin of Data Element

The value will be taken from the Last-Name, First-Name, and Middle-Initial attributes of the MEMBER entity of the household member.

#### 2.8.1.1.2 Format

The value will print in {first name middle initial. last name} format.

### 2.8.1.2 Client Mailing Address

This value will be the mailing address of the household of the client.

#### 2.8.1.2.1 Origin of Data Element

The value will be taken from the Mail-Address of the HOUSEHOLD entity of the household member.

#### 2.8.1.2.2 Format

The value will print as its literal value.

### 2.8.1.3 *Client Mailing City*

This value will be the mailing city of the household of the client.

#### 2.8.1.3.1 Origin of Data Element

The value will be taken from the Mail-City of the HOUSEHOLD entity of the household member.

#### 2.8.1.3.2 Format

The value will print as its literal value.

### 2.8.1.4 *Client Mailing State*

This value will be the mailing state of the household of the client.

#### 2.8.1.4.1 Origin of Data Element

The value will be taken from the Mail-State attribute of the HOUSEHOLD entity of the household member.

#### 2.8.1.4.2 Format

The value will print as its literal value.

### 2.8.1.5 *Client Mailing ZIP Code*

This value will be the mailing ZIP code of the household of the client.

#### 2.8.1.5.1 Origin of Data Element

The value will be taken from the Mail-ZIP attribute of the HOUSEHOLD entity of the household member.

#### 2.8.1.5.2 Format

The value will print in #####-#### format.

### 2.8.1.6 *Client Telephone Number*

This value will be the telephone number of the household of the client.

#### 2.8.1.6.1 Origin of Data Element

The value will be taken from the Telephone-1 attribute of the HOUSEHOLD entity of the household member.

#### 2.8.1.6.2 Format

The value will print in ###-###-#### format.

#### *2.8.1.7 Client State WIC ID*

This value will be the State WIC ID of the client.

##### 2.8.1.7.1 Origin of Data Element

The value will be taken from the State-WIC-Identifier attribute of the MEMBER entity of the client.

##### 2.8.1.7.2 Format

The value will print as its literal value.

#### *2.8.1.8 Client Gender*

This value will be the gender of the client.

##### 2.8.1.8.1 Origin of Data Element

The value will be taken from the Gender attribute of the MEMBER entity of the client.

##### 2.8.1.8.2 Format

The value will print as its literal value.

#### *2.8.1.9 Client Race/Ethnicity*

This value will be the race of the client.

##### 2.8.1.9.1 Origin of Data Element

The value will be the race/ethnicity designation from the reference dictionary table of the lookup database that corresponds to the Race-Ethnicity attribute of the MEMBER entity of the client.

##### 2.8.1.9.2 Format

The value will print as its literal value.

#### *2.8.1.10 Client Annual Income*

This value will be the annual income of the client.

##### 2.8.1.10.1 Origin of Data Element

The value will be taken from the Annual-Amount attribute of the most recent INCOME-CONTACT entity for the client.

##### 2.8.1.10.2 Format

The value will print as its literal value.

### ***2.8.1.11 Family Size***

This value will be the size of the household of the client.

#### **2.8.1.11.1 Origin of Data Element**

The value will be taken from the Household-Size attribute of the INCOME-CONTACT entity of the household member.

#### **2.8.1.11.2 Format**

The value will print as its literal value.

### ***2.8.1.12 Income Proof***

This value will be the proof(s) supplied by the client of their annual income.

#### **2.8.1.12.1 Origin of Data Element**

The value will be a list of the type of income proofs from the reference dictionary table of the lookup database that corresponds to the Proof-Of-Income attribute of every INCOME-ITEM entity for the INCOME-CONTACT entity of the client. Each type of income will display only once in the list.

#### **2.8.1.12.2 Format**

The value will print as a list separated by commas.

### ***2.8.1.13 Client Priority***

This value will be the priority assigned to the client during the certification contact.

#### **2.8.1.13.1 Origin of Data Element**

The value will be taken from the Assigned-Priority attribute of the CERT-CONTACT entity of the client.

#### **2.8.1.13.2 Format**

The value will print as its literal value.

### ***2.8.1.14 Hearing Officer Name***

This value will be the full name of the Hearing Officer.

#### **2.8.1.14.1 Origin of Data Element**

The value will be taken from the Agency-Fair-Hearing-Officer-Name attribute of the AGENCY entity.

#### **2.8.1.14.2 Format**

The value will print in {first name middle initial. last name} format.

### ***2.8.1.15 Hearing Officer Mailing Address***

This value will be the mailing address of the agency for the Hearing Officer.

#### **2.8.1.15.1 Origin of Data Element**

The value will be taken from the Agency-Address of the AGENCY entity.

#### **2.8.1.15.2 Format**

The value will print as its literal value.

### ***2.8.1.16 Hearing Officer Mailing City***

This value will be the mailing city of the agency for the Hearing Officer.

#### **2.8.1.16.1 Origin of Data Element**

The value will be taken from the Agency-City of the AGENCY entity.

#### **2.8.1.16.2 Format**

The value will print as its literal value.

### ***2.8.1.17 Hearing Officer Mailing State***

This value will be the mailing state of the agency for the Hearing Officer.

#### **2.8.1.17.1 Origin of Data Element**

The value for your state will be hard coded into the document.

#### **2.8.1.17.2 Format**

The value will print as its literal value.

### ***2.8.1.18 Hearing Officer Mailing ZIP Code***

This value will be the mailing ZIP code of the agency for the Hearing Officer.

#### **2.8.1.18.1 Origin of Data Element**

The value will be taken from the Agency-ZIP-Code attribute of the AGENCY entity.

#### **2.8.1.18.2 Format**

The value will print in #####-#### format.

### ***2.8.1.19 Hearing Officer Telephone Number***

This value will be the telephone number of the Hearing Officer that the client may call.

#### 2.8.1.19.1 Origin of Data Element

The value will be taken from the Agency-Fair-Hearing-Officer-Telephone number attribute of the AGENCY entity.

#### 2.8.1.19.2 Format

The value will print as its literal value.

### 2.8.2 Filter Criteria

#### 2.8.2.1 *Specific State WIC ID*

The system will produce a waiting list notice for the client with a specific State WIC ID.

### 2.8.3 Sort Order

No specific sorting will take place.

### 2.8.4 Control Breaks

No control breaks are defined for this report.

## 2.9 Waiting List Activation Notice Document (Output)

This document can be produced and mailed to the client who has been activated to WIC services from the waiting list. A waiting list activation notice may be produced in batch from the Print Waiting List Activation Notices Dialog for all waiting list activation notices queued for later production. (This function may not be applicable for your state.)

### Waiting List Activation Notice Post Card – English Version

January 21, 2005

00073654

Congratulations Mary!

We are pleased to let you know that you may be eligible to receive WIC benefits. Please call:

Service Site WIC Agency at 555-555-9687

to schedule an appointment.

Thank you.

### Waiting List Activation Notice Post Card – Spanish Version Aviso de Lista Elegible

January 21, 2005

00073654

Felicitaciones {PARTICIPANT FIRST NAME}!:

Estamos complacidos de informarle que usted podría ser elegible para recibir los beneficios de WIC. Por favor llame al:

{CLINIC} WIC Agency at {PHONE NUMBER}  
para hacer una cita.

Gracias

**Waiting List Activation Notice Letter – English Version**

Service Site WIC Agency  
6537 Walter Lane  
Anytown, KS 66210-2371

Mary M. Participant  
451 Main Street  
Anytown, KS 66210-1347

00073654

June 21, 2005

Congratulations Mary!

We are pleased to let you know that you may be eligible to receive WIC benefits. Please call:

Service Site WIC Agency at 555-555-9687  
to schedule an appointment.

Thank you.



**Waiting List Activation Notice Letter – Spanish Version**  
**Aviso de Lista Elegible**

Service Site WIC Agency  
6537 Walter Lane  
Anytown, KS 66210-2371

Mary M. Participant  
451 Main Street  
Anytown, KS 66210-1347

00073654

June 21, 2005

Felicitaciones {PARTICIPANT FIRST NAME}!:

Estamos complacidos de informarle que usted podría ser elegible para recibir los beneficios de WIC. Por favor llame al:

{CLINIC} WIC Agency at {PHONE NUMBER}  
para hacer una cita.

Gracias

## **2.9.1 Data Elements**

This section describes the data elements that will print on the document.

### ***2.9.1.1 Agency Name (Letter Format)***

This value will be the name of the agency.

#### **2.9.1.1.1 Origin of Data Element**

The value will be taken from the Agency-Name attribute of the AGENCY entity.

#### **2.9.1.1.2 Format**

The value will print as its literal value.

### ***2.9.1.2 Agency Address (Letter Format)***

This value will be the address of the agency.

#### **2.9.1.2.1 Origin of Data Element**

The value will be taken from the Agency-Address attribute of the AGENCY entity.

#### 2.9.1.2.2 Format

The value will print as its literal value.

#### 2.9.1.3 Agency City (*Letter Format*)

This value will be the city of the agency.

##### 2.9.1.3.1 Origin of Data Element

The value will be taken from the Agency-City attribute of the AGENCY entity.

##### 2.9.1.3.2 Format

The value will print as its literal value.

#### 2.9.1.4 Agency State (*Letter Format*)

This value will be the state of the agency.

##### 2.9.1.4.1 Origin of Data Element

The value for your state will be hard coded into the document.

##### 2.9.1.4.2 Format

The value will print as its literal value.

#### 2.9.1.5 Agency ZIP Code (*Letter Format*)

This value will be the ZIP code of the agency.

##### 2.9.1.5.1 Origin of Data Element

The value will be taken from the Agency-ZIP-Code attribute of the AGENCY entity.

##### 2.9.1.5.2 Format

The value will print in #####-#### format.

#### 2.9.1.6 Client Name (*Letter Format*)

This value will be the full name of the client.

##### 2.9.1.6.1 Origin of Data Element

The value will be taken from the Last-Name, First-Name, and Middle-Initial attributes of the MEMBER entity of the household member.

##### 2.9.1.6.2 Format

The value will print in {first name middle initial. last name} format.

#### ***2.9.1.7 Client State WIC ID***

This value will be the State WIC ID of the client.

##### ***2.9.1.7.1 Origin of Data Element***

The value will be taken from the State-WIC-Identifier attribute of the MEMBER entity of the client.

##### ***2.9.1.7.2 Format***

The value will print as its literal value.

#### ***2.9.1.8 Client Mailing Address (Letter Format)***

This value will be the mailing address of the household of the client.

##### ***2.9.1.8.1 Origin of Data Element***

The value will be taken from the Mail-Address of the HOUSEHOLD entity of the household member.

##### ***2.9.1.8.2 Format***

The value will print as its literal value.

#### ***2.9.1.9 Client Mailing City (Letter Format)***

This value will be the mailing city of the household of the client.

##### ***2.9.1.9.1 Origin of Data Element***

The value will be taken from the Mail-City of the HOUSEHOLD entity of the household member.

##### ***2.9.1.9.2 Format***

The value will print as its literal value.

#### ***2.9.1.10 Client Mailing State (Letter Format)***

This value will be the mailing state of the household of the client.

##### ***2.9.1.10.1 Origin of Data Element***

The value will be taken from the Mail-State attribute of the HOUSEHOLD entity of the household member.

##### ***2.9.1.10.2 Format***

The value will print as its literal value.

#### ***2.9.1.11 Client Mailing ZIP Code (Letter Format)***

This value will be the mailing ZIP code of the household of the client.

#### 2.9.1.11.1 Origin of Data Element

The value will be taken from the Mail-ZIP attribute of the HOUSEHOLD entity of the household member.

#### 2.9.1.11.2 Format

The value will print in #####-#### format.

### 2.9.1.12 *Activation Date*

This value will be the date that the client was activated from the waiting list for WIC services.

#### 2.9.1.12.1 Origin of Data Element

The value will be taken from the Wait-List-Ending-Date attribute of the MEMBER entity.

#### 2.9.1.12.2 Format

The value will print in MM/DD/CCYY format.

### 2.9.1.13 *Client Name (salutation)*

This value will be the first name of the client.

#### 2.9.1.13.1 Origin of Data Element

The value will be taken from the First-Name attribute of the MEMBER entity of the household member.

#### 2.9.1.13.2 Format

The value will print as its literal value.

### 2.9.1.14 *Administrative Site Telephone Number*

This value will be the telephone number of the administrative site.

#### 2.9.1.14.1 Origin of Data Element

The value will be taken from the Administrative-Site-Telephone attribute of the ADMINISTRATIVE-SITE entity.

#### 2.9.1.14.2 Format

The value will print in ###-###-#### format.

## 2.9.2 **Filter Criteria**

### 2.9.2.1 *All Waiting List Activation Notices Queued for Later Production*

The system will produce waiting list activation notices for all clients who have been activated from the waiting list and have the Reinstate-Notice-Queued attribute set in the MEMBER entity.

### **2.9.3 Sort Order**

#### *2.9.3.1 Full Name*

The documents will be printed in alphabetical order by last name, first name, middle initial.

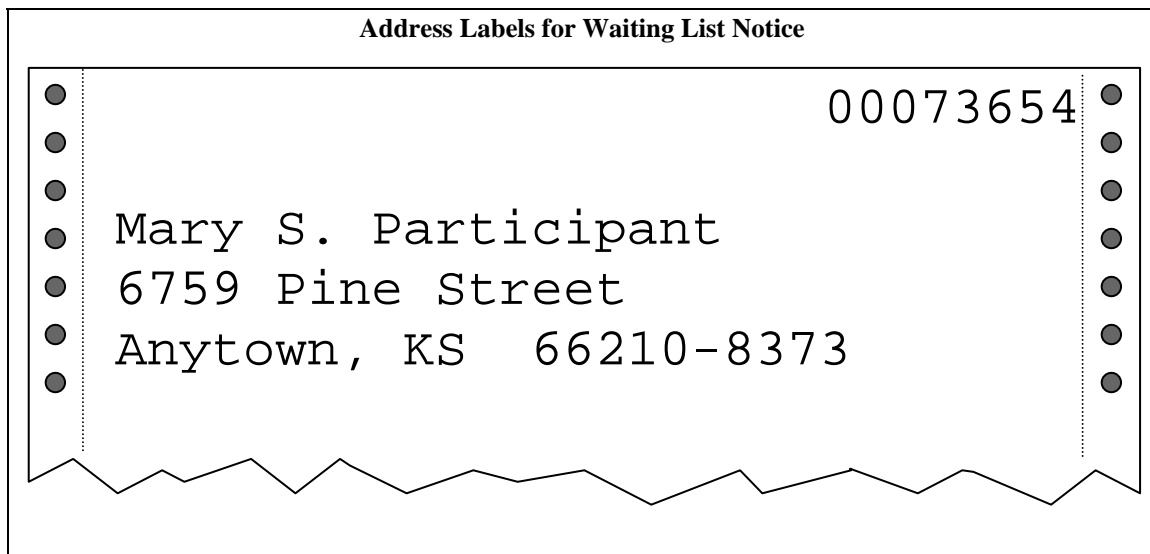
### **2.9.4 Control Breaks**

#### *2.9.4.1 Member*

A page will be produced for each client activated from the waiting list requiring a notice.

## 2.10 Address Labels for Waiting List Activation Notice (Output)

Address labels may be produced for the client who has been added to the waiting list for WIC services. These address labels are produced in batch for all waiting list activation notices queued for later production when the user selects the Generate Address Labels check box on the Print Waiting List Activation Notices Dialog. (This function may not be applicable for your state.)



### 2.10.1 Data Elements

This section describes the data elements that will print on the label.

#### 2.10.1.1 Client State WIC ID

This value will be the State WIC ID of the client who was activated from the waiting list.

##### 2.10.1.1.1 Origin of Data Element

The value will be taken from the State-WIC-Identifier attribute of the MEMBER entity of the client.

##### 2.10.1.1.2 Format

The value will print as its literal value.

#### 2.10.1.2 Client Name

This value will be the full name of the client.

##### 2.10.1.2.1 Origin of Data Element

The value will be taken from the Last-Name, First-Name, and Middle-Initial attributes of the MEMBER entity of the household member.

#### 2.10.1.2.2 Format

The value will print in {first name middle initial. last name} format.

#### ***2.10.1.3 Client Mailing Address***

This value will be the mailing address of the household of the client.

##### 2.10.1.3.1 Origin of Data Element

The value will be taken from the Mail-Address attribute of the HOUSEHOLD entity of the household member.

##### 2.10.1.3.2 Format

The value will print as its literal value.

#### ***2.10.1.4 Client Mailing City***

This value will be the mailing city of the household of the client.

##### 2.10.1.4.1 Origin of Data Element

The value will be taken from the Mail-City attribute of the HOUSEHOLD entity of the household member.

##### 2.10.1.4.2 Format

The value will print as its literal value.

#### ***2.10.1.5 Client Mailing State***

This value will be the mailing state of the household of the client.

##### 2.10.1.5.1 Origin of Data Element

The value will be taken from the Mail-State attribute of the HOUSEHOLD entity of the household member.

##### 2.10.1.5.2 Format

The value will print as its literal value.

#### ***2.10.1.6 Client Mailing ZIP Code***

This value will be the mailing ZIP code of the household of the client.

##### 2.10.1.6.1 Origin of Data Element

The value will be taken from the Mail-ZIP attribute of the HOUSEHOLD entity of the household member.

##### 2.10.1.6.2 Format

The value will print in #####-#### format.

## **2.10.2 Filter Criteria**

### *2.10.2.1 All Waiting List Activation Notices Queued for Later Production*

The system will produce address labels for all clients who have been activated from the waiting list and have the Reinstatement-Notice-Queued attribute set in the MEMBER entity.

## **2.10.3 Sort Order**

### *2.10.3.1 Full Name*

The system will produce the address labels in the last name, first name, and middle initial order.

## **2.10.4 Control Breaks**

No control breaks are defined for the address labels.